



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Academic Officer

September 2009

# Secondary School Mark Timeline SY 2009-2010

Version 02

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### 1<sup>st</sup> Term Progress Reports & Deficiency Notices

Monday Sept. 21:	Teachers submit reports/notices via STARS by 11:59 pm.
Sept. 22-24:	Schools print and prepare reports for mailing.
Fri., Sept. 25:	Mid-term Envelopes postmarked.

### 1<sup>st</sup> Term Report Cards

Oct. 26-29:	Finals/Midterms
Thurs., Oct. 29:	Last day of first Term.
Fri. Nov. 6	Teachers enter marks via STARS by 11:59 pm.
Mon., Nov.9:	Principals <ol style="list-style-type: none"><li>1) Print missing mark report from STARS</li><li>2) Review mark entry reports,</li><li>3) Resolve any missing grades,</li></ol>
Nov 10-13:	Schools print and prepare reports for mailing.
Fri., Nov. 13:	Envelopes postmarked.

### 2<sup>nd</sup> Term Progress Reports & Deficiency Notices

Mon., Nov. 30:	Teachers submit reports/notices via STARS by 11:59 pm.
Dec 1-3:	Schools print and prepare reports for mailing.
Fri., Dec 4:	Mid-term Envelopes postmarked.
Mon., Dec 7:	Parent Conference Day

### 1<sup>st</sup> Semester (2<sup>nd</sup> Term) Report Cards

Jan 19-22:	Finals/Midterms
Fri., Jan. 22:	Last day of first Semester (2 <sup>nd</sup> Term).
Fri. Jan 29:	Teachers enter marks via STARS by 11:59 pm.
Mon., Feb. 1:	Principals <ol style="list-style-type: none"><li>1) Print missing mark report from STARS</li><li>2) Review mark entry reports,</li><li>3) Resolve any missing grades,</li></ol>
Feb. 2-5:	Schools print and prepare reports for mailing.
Fri., Feb 5:	Envelopes postmarked.

### 3<sup>rd</sup> Term Progress Reports & Deficiency Notices

Wed., Feb. 17: Teachers submit reports/notices via STARS by 11:59 pm.  
Feb. 18-22: Schools print and prepare reports for mailing.  
Tues., Feb. 23: Mid-term  
Envelopes postmarked.  
Mon., March 1: Parent Conference Day

### 3<sup>rd</sup> Term Report Cards

Mon.-Fri., March 22-26: Finals/Midterms  
Fri., March 26: Last day of 3<sup>rd</sup> Term.  
Mon., April 12: Teachers enter marks via STARS by 11:59 pm.  
Tues., April 13: Principals  
1) Print missing mark report from STARS  
2) Review mark entry reports,  
3) Resolve any missing grades,  
April 14-19: Schools print and prepare reports for mailing.  
Mon. April 19: Envelopes postmarked.

### Spring Notification of Potential NON-graduates (per DCMR V. 2204)

Wed. April 7: Principals give list of potential June graduates to teachers.  
Monday, April 12: Teachers indicate students who are at risk of failing a course and return the lists to the principal **by close of business**.  
Tues.-Wed., April 13-14: Counselors  
1) Evaluate the lists,  
2) Identify all students who are at risk of failing to graduate in June  
3) Provide a final list to the principal **by 4pm**.  
Thurs., April 15: School offices produce notification letters to potential non-graduates and e-mail the final list to Instructional Superintendent **by 4pm**.  
Tues., April 20: Envelopes postmarked

### 4<sup>th</sup> Term Progress Reports & Deficiency Notices for GRADUATING Students

Mon., April 26: Teachers submit reports/notices via STARS by 11:59 pm.  
Tues.-Thurs., April 27-29: Schools print and prepare reports for mailing.  
Fri. April 30: Mid-term  
Envelopes postmarked.

**4<sup>th</sup> Term Progress Reports & Deficiency Notices for NONGRADUATING Students**

Wed., May 5: Teachers submit reports/notices via STARS by 11:59 pm.  
May 6-10: Schools print and prepare reports for mailing.  
Tues., May 11: Envelopes postmarked.  
Fri., May 17: Parent Conference Day

**2<sup>nd</sup> semester (4<sup>th</sup> Term) Grades for GRADUATING STUDENTS**

May 24-28: Finals for graduating students  
Tues., June 1: Teachers enter marks for graduating students via STARS by 11:59 pm.  
Wed June 2: Principals  
1) Print missing mark report from STARS  
2) Review mark entry reports,  
2) Resolve any missing grades,  
Thurs, June 3 Final GPA and Rank run for graduates  
June 6-13 Graduation Ceremonies

**2<sup>nd</sup> semester (4<sup>th</sup> Term) Report Cards**

June 14-18: Finals  
Fri., June 18: Last day of 2<sup>nd</sup> Semester (4<sup>th</sup> Term).  
Fri., June 18: Teachers enter marks via STARS by 11:59 pm.  
Mon. June 21: Principals  
1) Print missing mark report from STARS  
2) Review mark entry reports,  
3) Resolve any missing grades,  
June 23-25: Schools print and prepare reports for mailing.  
Friday June 25: Envelopes postmarked